

BIRTHDAY PARTY CHECKLIST

2 MONTHS BEFORE

- CHOOSE A PARTY THEME
https://www.catchmyparty.com/inspirations_and_themes
<https://karaspartyideas.com/>
- SET A BUDGET
- DECIDE ON DATE AND TIME. BOOK VENUE IF NECESSARY.
- BOOK ENTERTAINMENT, PHOTOGRAPHER, RENTALE TABLES ETC (IF NEEDED)
- MAKE A GUEST LIST

1 MONTH BEFORE

- CHOOSE PARTY INVITATION
- IF SENDING PRINTED INVITATIONS, PRINT THEM NOW
- PLAN GAMES
- PURCHASE ANYTHING NEEDED FOR GAMES
- PURCHASE GAME PRIZES
- CREATE PARTY MENU AND SHOPPING LIST (IF NOT USING A VENUE THAT PROVIDES FOOD)
- PLAN PARTY DECORATION AND DECORATIONS SHOPPING LIST

3 WEEKS BEFORE

- SEND OUT INVITATION
- ORDER BIRTHDAY CAKE OR CHOOSE A CAKE TO MAKE
- ORGANIZE GOODIES BAGS OR FAVORS
- BUY PARTY DECORATIONS
- CHOOSE BIRTHDAY OUTFIT FOR YOUR CHILDS BIRTHDAY
- PREPARE A BIRTHDAY PARTY ITINERARY/TIMELINE

2 DAYS BEFORE

- PURCHASE ANY PERISHABLE ITEMS FOR THE PARTY.
- PREPARE ANY FOOD THAT CAN BE MADE IN ADVANCE.
- SET UP TABLES, CHAIRS, AND DECORATIONS AS MUCH AS POSSIBLE.
- TEST ANY EQUIPMENT NEEDED FOR GAMES OR ACTIVITIES.
- CONFIRM ANY LAST-MINUTE DETAILS WITH VENDORS OR PERFORMERS.

1 DAYS BEFORE

- PICK UP THE CAKE AND ANY OTHER PRE-ORDERED ITEMS.
- FINISH SETTING UP DECORATIONS AND PARTY SPACE.
- PREPARE ANY REMAINING FOOD OR SNACKS.
- RELAX AND GET A GOOD NIGHT'S SLEEP!

